

UNITED STATES GO. NMEN

## 2-Way Memo

Subject: Request for VIP Visitor Parking and Candy-Stripe Badges for 17 February

From : STAT Chief, Headquarters Security Branch, PSD/OS  
Chief, Receptionist

## INSTRUCTIONS

Use routing symbols whenever possible.

## SENDER (Originator of message):

Use brief, informal language.

Conserve space.

Forward original and one copy.

## RECEIVER (Replyer to message):

Reply below the message, keep one copy, return one copy.

DATE OF MESSAGE

ROUTING SYMBOL

16 Feb 83

Secretary to D/ODP

FOLD

FOLD INITIAL MESSAGE

STAT

1. Listed below are visitors coming to Headquarters for a meeting with D/ODP, on Thursday, 17 February 1983 at 2:00PM in rm. 2D00.

## NAME

## COMPANY

UTHUS, Sandy  
EGLOFF, PaulNBI  
NBI

2. Parking: VIP Visitor Parking Lot in front of main entrance.

3. Badges: Please issue candy-stripe badges, call Jean/Patty [ ] for escort.

4. Thank you.

REPLY MESSAGE

(PURPOSE: TO MEET. DISCUSS SOME INVENTORY IN TERMS OF WORD PROCESSING EQUIPMENT. WHAT DIRECTION HE WANTS TO TAKE, ETC.)

## Dist:

Orig - C/HSB/PSD/OS  
1 - C/Receptionist  
1 - ODP/LIAISON:Private Industry (General)  
1 - ODP/EQUIP&SUPPLIES:Word Processing  
1 - ODP/SECURITY:General

DATE OF REPLY

ROUTING SYMBOL

SIGNATURE OF REPLIER

TITLE OF REPLIER

STAT

To : [ ]  
→ O/D/ODP  
2D00 Hq Bldg

5027-106

2. TO BE RETURNED TO ORIGINATOR (Receiver)  
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